



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## STORES OPERATIONS SUPERVISOR

Job Number: 20001701

Job Code: 92090V000101

Job Group: 9200 - PURCHASING AND STORES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees in a large central stores operation section with statewide distribution and service functions. OR Supervises the stores operation in a large correctional or mental health institution. OR Supervises the stores operation of the Kentucky Fair and Exposition Center; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have four years of stores experience, including one year experience as a stores supervisor.

#### **Substitute EDUCATION for EXPERIENCE:**

College courses in business administration, management or a related field will substitute for the required experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional stores experience will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises employees in and coordinates the activities of a large central stores operation section which functions as a receiving and distribution point for state agencies. Examples of this type of activity would be office supplies, office furnishings, medicines, foods, tools and mechanical equipment. Supervises the warehousing of a surplus property section of a large state agency's stores operation. Receives and secures surplus property. Provides training for employees. Responsible for maintaining adequate inventories. Responsible for accuracy of receipt and distribution of supplies. Recommends changes in policies and procedures to proper authority. Provides for security and proper maintenance of stores facilities. Prepares records and reports on stores operations.

**UNIQUE PHYSICAL REQUIREMENTS:**

Incumbents in this job title may be required to use hand tools and lift items (stocking and unloading) in excess of 20 pounds.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties primarily in a stockroom.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*